



COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION

17555 Peak Avenue Morgan Hill CA 95037 (408) 779-7247 Fax (408) 779-7236
Website Address: www.morgan-hill.ca.gov

**Filing Requirements
for
EXTENSION OF TIME
including
EXCEPTION TO LOSS OF BUILDING ALLOCATION**

A. PURPOSE

The Extension of Time process is intended to provide an applicant additional time to commence with an approved project. Applications for Extension of Time must be made prior to the expiration of the subject approval. Extension of Time applications must be consistent with Section 17.20.180, 17.24.120, 18.54.070, 18.74.250 and 18.78.125 of the Municipal Code.

B. FILING REQUIREMENTS

1. Uniform Application
2. Letter of Request (see section C)
3. Filing Fee (see Fee Schedule attached to Uniform Application)

C. LETTER OF REQUEST

The application for extension of time shall be accompanied by a letter of request which must include:

1. Specific reasons for the delay
2. Why the approved project has not been constructed or commenced within the time permit allotted
3. The amount of time the requested
4. Provide a chronology of events describing activities that have occurred since project approval including but not limited to
 - a. Dates plans were submitted for review
 - b. Dates when city comments were received
 - c. Any other dates and information pertinent to the process of your application